

## Bag of Tricks:

Introductions: provides background information or a roadmap

- Definition
- Question
- Flashback
- Hook
- Scene Setting
- Character Throwing
- Well-Known Quote
- Evoke a vivid image
- Anecdote
- Analogy

Middle/Body:

- Facts
- Details
- Elaborations
- Descriptions
- Reasons
- Proof
- Supports/Rebuttals
- Examples/Counter-Examples
- Events, People, Places
- Quotes

Conclusions: summary or wrap-up

- Call to action
- Circle
- Dialogue or quote
- Lesson Learned
- Drawstring
- Surprise
- Leave the reader ... asking, questioning, wondering
- Connect the topic to a larger topic or to other related topics - Universalize
- Summary (only for loooong papers)
- Linking back to beginning
- Suggest results or consequences

Organization Schemes:

- Order of importance (or reverse order)
- Order of events (chronological)
  - Natural order
  - Climactic order
  - Reverse order
  - Flashback
- Spatial order
- Reasons for followed by rebuttal of opposing view
- Process order
- Classification order/ Order of generality
- Causes/Effects
- Similarities/Differences (Compare/Contrast)
- Examples to idea
- Idea to examples
- Problem to solution